

Project Two:

1. Start Excel and open a new workbook.
2. Enter the following information from the table below in your worksheet:
 - Begin in Cell A1
 - Leave a blank row in Row3
 - Widen the columns to fit data properly whenever necessary
 - Use the fill handle to autofill the months column headings

	A	B	C	D	E	F	G	H
1	MediaLoft Eastern Division Stores							
2	FY 2000 Sales Following Advertising Campaign							
3								
4		July	August	September	October	November	December	Total
5	Boston	12000	12000	15500	20000	21000	20500	
6	Chicago	14500	16000	17500	18000	18500	19000	
7	Kansas	9500	10000	15000	16000	18000	19500	
8	NYC	15000	13000	16500	19000	21000	21000	
9	Total							
10								
11								
12								

3. Save, but do not close the worksheet in your server folder as: MediaLoft.
4. Select the column headings and center and bold them.
5. Select the row headings and bold them.
6. Click in Cell H5 and enter the proper formula to add the sum of sales for Boston from July to December.
7. Using the fill handle, copy the formula in Column H for all the other cities.
8. Click in Cell B9 and enter the proper formula to add the sum of sales for July.
9. Using the fill handle, copy the formula in Row 9 for all other months and the total column.
10. Quick save the worksheet but do not close.
11. Apply the currency format with 0 decimals to all the amounts within the worksheet.
12. Center and merge the main title and the subtitle between Cells A1 and H1 and A2 and H2, respectively.
13. Create a column chart on a separate sheet for all data except the totals and the main title and the subtitle.
14. Type, *Sales*, for the Chart title and type for the X axis, *Months*, and for the Y axis, *Dollars*.
15. Type your name in Cell A11.
16. Print a copy of the worksheet and chart.
17. Print another copy of the worksheet but this time in formula view (hold down the control key and hit the ~ key).
18. Save again and close the worksheet.